

**Milwaukee Parental Choice Program (MPCP)
Racine Parental Choice Program (RPCP)
Open Application Period Process**

1. Prior to start of the open application period:

- a. Determine the number of choice seats available in each grade.
- b. Provide application information and required documents to interested parents/guardians.

2. During the application period:

- a. Receive student choice applications and enter the date the application was received on the application. The date received must be during a school's open application period as reported on the school's intent to participate form.
- b. For all students, receive student's residency documentation prior to the end of the open application period. For students completing the new student application and who do not use the DOR income determination method, receive student's income documentation prior to the end of the open application period. Determine whether student meets the program eligibility requirements.
- c. Check each application. Use the DPI application checklist.
- d. Enter application data using the on-line student application system (OAS). Correct any errors that are identified in OAS by contacting the parent and/or DPI. For information on correcting applications, please see
http://sms.dpi.wi.gov/files/sms/pdf/pcp_correct_delete_data_oas_2013_04.pdf.

3. Within one week after the end of the open application period and prior to the count date:

- a. Determine if more eligible applicants applied for a grade than seats available. If so, conduct a random selection according to the random selection agreement and determine the waiting list order.
- b. Submit accepted applications to DPI using OAS.

4. Within 60 days of receiving the application:

- a. Sign and date the application verifying whether or not student is eligible for the program.
- b. Send acceptance and nonacceptance letters to parents/guardians. If a student is placed on the waiting list, a letter of nonacceptance must be sent to the parent and should indicate the student's place on the waiting list.

5. By February 1st:

- a. Complete the DPI Waiting List Report using the OAS and indicate which students remain on the school's waiting list after the 2nd Friday in January count date.

For more information on open application period rules or important dates, please see "Optional Open Application Periods General Rules" and "Optional Open Application Periods-Dates" posted at http://sms.dpi.wi.gov/sms_pscp_registration.